2008-2010 Campus Security and Fire Report

Log on to www.wittenberg.edu to print out a copy of this report or call the Wittenberg Police and Security Dept. at (937) 327-6231, or the Dept. of Human Resources at (937) 327-7517 to obtain a hard copy.
To the Wittenberg Community,

On behalf of the Wittenberg University Police and Security Department, I want to welcome you to our university family. We are committed to providing a safe living and learning environment for all members of our community. As part of our ongoing effort, we also recognize that safety begins with each one of us.

In fact, the success of campus safety programs nationwide is directly tied to community involvement. All students, faculty and staff need to be alert and understand the basic facts about safety, and they need to take preventive measures to ensure their safety. Being alert to your surroundings, walking in groups, securing your valuables and avoiding excess alcohol consumption are just a few of the ways you can protect yourself. The following campus safety report outlines additional tips and available resources to help make your time with us comfortable and safe. The report has been prepared in compliance with the requirements of the Federal Crime Awareness and Campus Security Act of 1990 (The Jeanne Clery Act.).

I hope you will take some time to read this report and educate yourself about what you can do personally to make our campus a safer place. I also encourage you to contact our office immediately should you witness suspicious activity or should a security concern or situation arise.

If you have any questions about this report or your own safety as a member of the Wittenberg community, please do not hesitate to call us. We are here to assist and protect you.

Best wishes for a safe and successful year.

[Signature]

Chief E. Loney
Chief of Police and Security

Report any strange behavior noticed among your fellow classmates, faculty, staff or the public at-large. If you sense a person is acting inappropriately or making suggestions that could lead to a violent act or confrontation by verbal, written or electronic communication, please report your suspicions immediately to campus police. If you do not feel comfortable doing this, you can file an anonymous report via the Police and Security Web page, or contact Student Development and speak directly to the Dean of Students or a member of the university faculty and staff. Timely notification save lives.

www.wittenberg.edu
About Us

The Wittenberg Police Department is a comprehensive full-service police and security agency that exists to serve and protect our students, faculty, staff and guests. Our mission is to provide a safe and secure living and learning environment by actively partnering with other agencies, the Clark County community and, most importantly, the campus community. Partnering with the campus community enhances our crime prevention efforts and enables us to best support the mission of the institution. We strive to develop positive relationships with students so that we can effectively serve, mentor and educate them.

The department is dedicated to the protection of life and property; the preservation of peace, order and safety; the enforcement of local, state, and federal laws as well as university policies and procedures. We have a responsibility to actively support student’s social and co-curricular life by helping them make good decisions about the activities they engage.

We are committed to serving the community with integrity, impartiality, sensitivity and professionalism. Of basic importance to the department is that it is an integral part of a church-related educational institution, which respects and recognizes the individual dignity of all persons. All officers are expected to treat all persons with respect and compassion.

The Wittenberg University Police and Security Department is housed in the lower level of Recitation Hall Annex on the university campus. It provides security and patrol services to the University District, 24 hours a day, seven days a week, 52 weeks a year. Patrols are continually reviewed and adjusted to meet the changing needs of the university.

Structure

Wittenberg’s Chief of Police and Security, a full-time Wittenberg employee, supervises the Police and Security Department. The department currently consists of the Chief of Police, one Lieutenant, two Sergeants, eight commissioned Police Officers, one Security Officer, one Administrative Coordinator and five full-time Dispatchers. In addition to the full-time officers, the university employs members of the Springfield Police Department (SPD) to work on a part-time special duty basis.

Wittenberg Police are sworn commissioned officers who have the power of arrest and may bear issued arms on duty. Their authority, responsibility and commissioning are the same as required of any police officer in the State of Ohio. The Wittenberg Police receive field training and ongoing classroom training and must maintain firearms proficiency.

Our trained professional Security Officers are responsible for the enforcement of rules and regulations prescribed by the University but are not empowered with arrest authority and are not authorized to carry firearms while on duty at Wittenberg.

The university switchboard operation also reports to the Chief of Police and Security and is located in the same office complex. Providing Police and Security dispatch services is one of the operation’s primary functions. Dispatchers are responsible for disseminating information to officers, directing calls for police service, coordinating emergencies, dispatching escorts, and managing the alarm and access control systems. University dispatch is open 24 hours a day, 365 days a year. A walk-up window is located on the north side of the dispatch office – Recitation Hall Annex – where university guests, faculty, staff and students can obtain information and assistance.

Mission of Wittenberg

Key facts about our location

Wittenberg University provides a liberal arts education dedicated to intellectual inquiry and wholeness of person within a diverse residential community. Reflecting its Lutheran heritage, Wittenberg challenges students to become responsible global citizens, to discover their callings, and to lead personal, professional, and civic lives of creativity, service, compassion, and integrity.

A nationally ranked liberal arts institution, Wittenberg enrolls approximately 2,000 students from across the country and around the world. Located in Springfield, Ohio, Wittenberg also enjoys a strong town-gown relationship. As a community of 65,000, Springfield boasts many “hands-on” learning experiences as well as shopping, restaurants, cinemas, parks, a reservoir, and a performing arts center that brings world-class entertainment to town.

Wittenberg is also within easy driving distance of Dayton, Columbus and Cincinnati.

Jurisdiction and Police Authority

Under the authority of the State of Ohio, section 1713.50 of the Ohio Revised Code, the Wittenberg Police and Security Department has been established as its own police agency with primary jurisdiction within the University District. In order to secure services from and to continue the efficient working relationship with the Springfield Police Division, the university has established a mutual aid agreement with the City of Springfield.
Under the mutual aid agreement, Wittenberg’s Chief of Police and Director of Security has the discretion to handle misdemeanor and felony investigations on a case-by-case basis, except when the Springfield Police Chief has determined a matter to be a “serious offense” in which any such investigation shall be referred to the City Police Department. The agreement gives Wittenberg Police the authority to patrol the city streets within the expanded geographic bounds described in this document and may enforce the city’s codified ordinances and the laws of Ohio within that territory.

The purpose of the Wittenberg Police is to enhance the response to lesser offenses and to meet needs particular to the University District. There is no intent to replace services of the Springfield Police or Clark County Sheriff’s Department. The Wittenberg Police and Security Department has an excellent working relationship with the Springfield Police and Fire Divisions as well as other surrounding law enforcement agencies. Working together, they provide services to the “University District.” Because of the mutual aid agreement, the Wittenberg Police exercise secondary jurisdiction and operate only within the geographic bounds described in this document.

The University District

The district includes the Wittenberg campus and surrounding university-related structures and is defined as the geographic area included within the following boundaries:

**EAST:** The eastern boundary is the east curb on North Limestone Street.

**SOUTH:** The south side edge of Buck Creek.

**NORTH:** The north curb of McCreight Avenue. Also included is the field north of E. McCreight (bordered by Garfield Avenue, E. First Street, E. McCreight Avenue and N. Fountain Boulevard.)

**WEST:** The west curb of Plum Street is the west boundary. Also included is Bill Edwards field (bordered by McCreight Avenue, North Yellow Springs Street, St. Paris Pike and Third Street). Also included is the Wittenberg property occupied by the Physical Plant at 225 North Fountain Avenue.

View map on next page.

Safety Communications

Desiring to provide a secure environment for our students, our faculty and staff, and our visitors who live, study and socialize on our hilly wooded campus, the university employs a proactive crime prevention approach to criminal activity. Communication is a key ingredient to this approach.

Pertinent security reports are circulated daily to members of the administration. In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of Police, constitutes an ongoing or continuing threat, a campus wide “security alert” is issued through the university’s e-mail system and a text message to students, faculty, and staff. Whenever practicable, the Chief of Police consults with the President’s Office or a member of the president’s senior staff before issuing an alert. We have contracted with a communications company to give us the ability to send emergency text messages to cell phones. Since being able to communicate quickly with all members of the Wittenberg community is critical to our ability to respond effectively if a crisis were to occur, we encourage all members of the campus community to sign up for this free service. To register for this service you need to provide your
Map of University District
cell phone number on the biographical page in the WittLink portal.

We are fortunate to enjoy an excellent working relationship with the Springfield Police and Fire Divisions as well as other surrounding law enforcement agencies. In fact, we share a radio frequency with them and we employ City officers to work special duty. We maintain regular communications with SPD investigative officers, and we regularly partner in training programs. Because of our ongoing collaboration, the local emergency response agencies know our officers, our campus and our buildings. This enables us to immediately deploy all available resources in the event of a crisis situation. It also ensures timely sharing of important information to help solve active cases that are of concern to the university and, even more importantly, helps to prevent criminal activity.

**Campus Security Committee**

The Campus Security Advisory Committee is composed of representatives from senior administration, student life, police and security, and the student body, and meets at least twice a semester to review campus activity. Valuable ideas and issues concerning campus safety, security and crime prevention are exchanged.

**Residential and Greek Life Partners**

Wittenberg Police and Residence Life have combined efforts to communicate important safety information to students who live in the residence halls. The residence hall staff holds a general information program at the beginning of each academic year. Security issues such as access to residence halls, crime reporting, emergency procedures, and general safety guidelines are discussed. Throughout the year, additional security meetings are held as necessary. A residence hall liaison officer is assigned to each residence hall to work closely with the students in preventing security problems and solving problems in that particular facility.

Sorority and fraternity houses are also encouraged to inform and update their members and residents on proper security procedures. The Police and Security Department offers programs and provides safety recommendations to all affiliated sorority and fraternity houses, and to the owners and residents of the many independent living units in the University District.

**Safety & Security Services and Programs**

**Bike Patrol**

Bicycles specially equipped for the Police and Security officers are used by selected officers in the performance of their duties. The bike patrol is effective for patrolling the interior areas of the campus and brings us closer to the community and citizens that we serve.

**Response to Illness or Injury**

Wittenberg Police and Security officers have been trained to provide emergency response and assistance in medical care. All Police and Security officers are trained in first aid and CPR techniques. In addition, the Wittenberg Health and Counseling Services Center is staffed by a board-certified physician and registered nurses.

**Sexual Offender Notification**

Members of the campus community may obtain information provided by the State of Ohio regarding registered sex offenders by contacting the Clark County Sheriff Department or by visiting the following link: http://www.clarkcountysheriff.com/. In addition, photos of sex offenders who have registered in our area are posted and available to the campus community in the Wittenberg Police and Security Department.

**Campus Assistance Phones**

Campus Assistance Phones are located throughout campus. The phones can be identified by their blue light. The telephones are simple to operate and may be used as either a direct line to the Wittenberg Police and Security Department or to call on-campus numbers. To operate in an emergency, simply press the red “emergency” button at the lower right corner of the panel. When the red emergency button is pushed, the device simultaneously alerts the dispatcher to the location and sets off a blue strobe light.

**Access to Buildings**

The Police and Security Department is responsible for the unlocking of the administrative and academic campus buildings in the morning and securing them in the evenings. The majority of buildings are open to the public during normal business hours. There is no controlled access during these hours. However, these buildings are secured and patrolled each evening by the Police and Security department. Individuals can remain in academic and administrative buildings or enter them in the evening hours only after obtaining proper authorization. An exception to
this policy is Hollenbeck Hall. A 24-hour access computer room is available for student use within this building. After 11:30 p.m. access to the remainder of the building is restricted as above.

The Student Escort Service
The Chief of Police and Security oversees the student escort service that is designed to enhance the safety of all students walking after dark. University students serve as and respond to requests for escorts to classrooms, buildings, residence halls, parked cars, and other destinations within the University District.

Lost and Found
You can contact the Police and Security Department to check on lost items of personal property, or to turn in found items. In order to maintain a central location for persons seeking lost property, faculty, staff and students are encouraged to forward any “found” items to the Wittenberg Police Lost and Found.

Vehicle Lockouts and Jump Starts
Wittenberg Police and Security will assist students, faculty/staff and visitors with motor vehicle lockouts and will offer jump starts to individuals needing assistance with weak or dead batteries on campus and the surrounding area. A Liability Release Form must be completed and signed by the driver of the vehicle before the officer can provide assistance.

Bicycle Registration
Students may register their bicycles at the Police and Security Department any time after the second week of fall semester. To register a bicycle, the following information is needed: manufacturer, serial number, color and special equipment. This is a free service. Students with bicycles are encouraged to secure them with shackle-type, high-security locks.

Maintenance and Security of Campus Facilities
As part of the university’s overall safety programs, the Police and Security Department monitors and reports on the physical condition of all campus buildings, to make sure that all locks, fire alarm boxes and other security measures are in good working order. It evaluates and reports on the overall security of the campus on a routine basis, and, upon request, provides safety surveys to the owners and residents of independent living units in the University District. Those evaluations and reports consider such matters as proper and effective lighting, the elimination of obscuring shrubbery, and the improvement of traffic patterns.

Firearms Policy
The possession or use of firearms, dangerous weapons or other materials that endanger the campus community is strictly prohibited. This prohibition applies to all university employees, students, vendors, customers and guests including those who are licensed under Ohio law to carry a concealed weapon. The prohibition includes weapons carried about the person and maintenance or storage of any weapon in any property owned, leased, or controlled by Wittenberg or within any parked vehicle on university premises. Weapons discovered on university premises in violation of this policy could result in criminal prosecution.

Weapons used for demonstration and educational purposes are to be stored at the Wittenberg Police Department until time of class or demonstration. All such weapons are to be carried in cases in accordance with Ohio law. Members of the university community should immediately report violations of this policy to the Wittenberg Police and Security Department.
Prevention and Awareness Program

Educating the campus community about personal safety and security practices is an important element of our security plan. Police and security conduct an ongoing Security Awareness Program to reinforce basic safety precautions. The goal is to keep security and safety in the forefront of the minds of our campus members.

The vast majority of crimes occurring on college campuses are crimes of opportunity that can be prevented. You can help by taking away the opportunity.

We have prepared these safety tips to help you reduce the opportunity for you to become a victim of crime.

Tips for Staying Safe

• Report suspicious activity immediately by calling #6363.
• Walk, jog, or bike with friends.
• Use the escort service at #7900.
• Lock your doors when not in your room. Most thefts occur while the resident is still in the building.
• Park in well-lighted, designated parking areas. Lock your car, and lock valuables in the trunk or hide them from view.
• Use a high-security shackle lock to secure your bike. Secure lock through the bicycle frame and quick detachable wheel to a stationary object.
• Mark all your books with your name in two or more specific places. Do not leave your books unattended.
• Do NOT drink and drive.
• Avoid isolated, dark areas.
• Know your limits with alcohol, and do not accept drinks from others.
• Tell a friend where you are going and when you will return.
• Body language counts! Walk with confidence. Show that you are aware and in control.
• Before driving, lock your doors and put on your seatbelt.
• Report the loss or theft of keys or valuables immediately to University Police.

As part of this program, informational updates and advisories are circulated to the community on security items of particular importance. Personal safety tips are included on the university police and security department’s Web page including information on bicycle theft preventions, break-ins and burglary prevention, telecommunication harassment, preventing unwanted sex, vehicle protection tips and other general security information.

Each individual is encouraged to assume responsibility for his or her own personal safety and the security of personal belongings. It is important that you understand the basic facts about safety and are familiar with the university’s emergency response protocol. This information is available on the Police and Security Web page.

Residence Hall Safety

Although the residence halls are generally safe environments, they are not without crime. The majority of crimes in the residence halls involve the theft of personal property. Few of these thefts involve forced entry, and most offenses fall into the category of “crimes of opportunity.”

Here are some useful safety tips that may keep you from falling victim to crime:

• Do not prop open locked residence hall doors. You’ll be placing everyone else at risk.
• Never let anyone into the hall unless you positively know him or her as a resident. If they claim to be visiting a friend, instruct them to call them on the phones provided at the entrance to each residence hall.
• Lock your door when sleeping.
• Lock your door when you leave, regardless of the length of time you plan to be gone.
• Keep small items of value, such as wallets, money and jewelry, out of sight.
• Do not leave notes on your door announcing that no one is in. This invites theft.
• Do not take in overnight guests whom you do not know.
• Do not allow door-to-door salespeople to enter your room. University ordinances prohibit soliciting and the alleged salesperson may be “casing” your room for later theft.
• Report all thefts or suspicious persons in the building immediately to University Police.
• Report to the residence hall staff all doors, locks and windows that are in need of repair.

Access to Residence Halls
The residence halls are locked 24 hours a day, and a visitation policy is in effect. Maximum hours for visitation are from 10 a.m. to 12:30 a.m., Sunday through Thursday, and from 10 a.m. to 2:30 a.m. on Friday and Saturday. The Police and Security department and residence hall staff are responsible for ensuring that these policies are maintained and enforced.

Reporting Procedures for Crime or Other Emergencies
All unusual, troubling, or threatening events, including serious illness or injury should be reported as soon as possible. The Police and Security department may be contacted for non-emergency calls by calling 327-6231 and in an emergency by calling 327-6363. Emergency telephones are located at strategic outdoor sites on the campus and at the main entrance of each residence hall. These phones can put callers in immediate contact with the university dispatcher. City of Springfield emergency services can be reached by calling 911 on any off-campus telephone line, or by dialing 9-911 on campus.

As a church-related institution, we are committed to the principles of self-discipline and self-governance that require that misconduct be reported and that appropriate sanctions be imposed when violations are found.

Each member of our campus community shares in the responsibility of helping to preserve a safe and civil community and is expected to cooperate with the Police and Security Department in its law enforcement efforts. The cooperation and involvement of all students and employees is necessary if Wittenberg is to maintain a secure and safe living and working environment.

The Police and Security department investigates all reports. The Police and Security Web page provides a form for confidential, anonymous reporting. The university will not tolerate any retaliatory, threatening, intimidating, coercing or discriminatory action against any individual who reports criminal violations or any act of misconduct that they believe is in violation of law or university policy.

Anyone who believes he or she has been a victim of a criminal offense may also elect to make a complaint outside the university by initiating civil and/or criminal charges against the offending party or parties. If you request, the university will assist you in reporting an assault and filing a criminal charge.

You should be aware that the Ohio criminal and civil justice systems and the Wittenberg process for investigation, adjudication and discipline are separate and distinct ways in which to seek redress. If any party initiates any civil, criminal or agency proceeding, the university reserves the right to initiate, to suspend, to terminate or to continue the internal proceeding.

In accordance with federal law, upon written request to the Dean of Students, the university will disclose to the alleged victim of a crime of violence or a nonforcible sex offense the final results of any institutional disciplinary proceeding dealing with that crime or offense.
Daily Crime Log
The Police and Security Department maintains a Daily Crime Log available for viewing. This log records the nature, date, time and general location and disposition of the complaint, if known.

Student Discipline
Wittenberg views the administration of student discipline as a part of the total educational process that not only protects the academic community but also assists the student in personal development. The goal of our disciplinary process is to promote the student's learning by examining how a pattern of conduct is a detriment to the educational process.

Unless a specific university policy dictates adjudication by a particular person or board, the Dean of Students will determine how incidents will be adjudicated. Area Coordinators or the Judicial Affairs Officer normally are the first to meet with the accused student. The Student Handbook outlines the university’s policies related to student discipline and includes a guide that indicates what type of disciplinary action is appropriate, given the nature of the offense. It should be emphasized that actual decisions always take into account the attitude and situation of the accused student.

Substance Abuse
Prohibitions
Wittenberg University, as a church-related school in partnership with the supporting synods of the Evangelical Lutheran Church in America, respects and defends the Church’s position that substance abuse is destructive of God’s good gift of personhood. The full text of the university’s policy on substance abuse and a description of its substance abuse education efforts is available in the Student Handbook.

The university recognizes drug and alcohol dependency as an illness and a major health problem. The university also recognizes drug abuse as a potential health, safety, and security problem. Students needing help in dealing with such problems are encouraged to contact one of the many alcohol and drug resources available on campus or in the City of Springfield.

Illegal use of alcohol or drugs including underage drinking will not be tolerated and if found, could result in an arrest by University Police as well as disciplinary action through Student Development up to and including dismissal. Students are held responsible for their behavior when under the influence of alcohol in the same manner in which they are held responsible for their behavior when not under the influence of alcohol. The Dean of Students or a designee(s) has the option of revoking the privilege to consume alcohol of an individual, any organization, or off-campus property lease if recurring patterns of irresponsible behavior should occur. Similarly, illegal and/or irresponsible use of alcohol or drugs may subject employees to dismissal, termination from employment, and referral for prosecution.

Substance Abuse Education and Prevention
Believing that we have the responsibility to provide education about alcohol use and intervene in situations where individuals misuse and abuse the chemical, Wittenberg University consistently sponsors awareness programming and support services across campus. For example, in recent years, Wittenberg and its Office of Student Development have:

- Instituted a no-keg policy across campus.
- We have an in-house program conducted biweekly for students found to be in violation of Wittenberg’s alcohol policies with Professor of Psychology Josephine Wilson, who has conducted extensive research on alcohol consumption and abuse. Her presentations have been well received by students and student organizations for their eye-opening information on the effects of alcohol on the brain. Students are then required to write a reflection paper on the information presented.
- Provided special programming dollars that students and/or groups can request to sponsor events/programs during the week and on weekends that meet the non-alcohol guidelines.
More than 30-50 requests have been made annually.

- Instituted a letter-writing campaign to area establishments urging that IDs be checked prior to serving alcohol.

The university has also expanded its education and intervention efforts to include other drug abuse. The university will intervene out of concern for both the individual and the wider community. Our alcohol and drug abuse prevention and education programs are coupled with strict enforcement of our policies.

Additionally, the university provides many educational opportunities to the Wittenberg community, including its resident advisors, student managers, area coordinators, police and security officers, and faculty, staff, and students, in order to sensitize them to the implications and effects of alcohol and drug use, misuse, abuse and addiction. Residence hall staff is trained annually on alcohol use and drug abuse prevention. They are taught proper intervention techniques, how to be aware of and to recognize the signs of the use and abuse of controlled substances, and how to properly report drug and alcohol use.

The university actively participates in national Alcohol and Drug Awareness Weeks during October and April of each year. During these weeks it offers formal and informal programs and provides educational brochures and materials to campus members. In addition, throughout the year, programs are provided in residence halls and fraternity and sorority houses. These programs focus on the use of alcohol and other drugs, the legal implications associated with their use and the health risks of alcohol and other drug abuse.

*The Student Handbook contains the university’s full policy and related procedures governing alcohol and drug-related offenses, and also describes and reproduces federal and state law on drug-related offenses.*

In addition, the university publishes a wide variety of educational materials covering the legal, health and other risk implications of drug and alcohol use. Printed materials are available to the campus community in many campus buildings, including the Student Development Office, the Human Resources Department, the residence halls and in the Health Center. Trained counselors are available to talk to any student or employee upon request.

**Policies Regarding Sexual Misconduct**

Sexual harassment undermines the mission of the university and threatens the careers, educational experience and well-being of students, faculty, staff and visitors to the campus. Therefore, it is the policy and goal of Wittenberg University that all students, faculty, staff and guests be free from sexual harassment and sexual misconduct. Although founded on and guided by the laws of the United States and of the State of Ohio, the university’s policy against sexual harassment and misconduct is not limited by these laws. The policy is an expression of the academic, residential and professional standards of the Wittenberg community. The university reserves the right to investigate circumstances that may involve harassment in situations where no complaint, formal or informal, has been filed.

This policy applies to all faculty, staff and students. All community members are expected to abide by this policy, whether on campus or away from campus, when engaged in activities sponsored by the university or which otherwise relate to the university or its business. This policy also applies to the activities of recognized student organizations. Those who contract to use Wittenberg’s campus, conduct business on campus or visit the university are expected to adhere to the principles established by this policy.

Students who do not understand the policy should contact the Office of Student Development.

Wittenberg strives to provide an environment that promotes and supports positive, effective resolutions for any kind of complaint or concern. A person wishing to make a complaint about sexual harassment or sexual misconduct
may choose to resolve the complaint formally or informally.

Anyone who wishes to file a formal complaint may do so by contacting any of the following university staff who are trained to serve as intake officers for complaints:

- Assistant Dean of Students (student-initiated complaints)
- Associate Vice President for Human Resources (student-, faculty- or staff-initiated complaints)
- Assistant Provost for Academic Services (student-, faculty- or staff-initiated complaints)

Anyone who believes he or she has been sexually harassed or assaulted may also elect to make a complaint outside the university by initiating civil and/or criminal charges against the offending party or parties. Upon request, the university will assist a student in reporting an assault and filing a criminal charge.

The Ohio criminal and civil justice systems and the Wittenberg process for investigation, adjudication and discipline are separate and distinct ways in which to seek redress. If any party initiates any civil, criminal or agency proceeding, the university reserves the right to initiate, to suspend, to terminate or to continue the internal proceeding.

The complainant and the respondent may each select one person to provide emotional support in any proceeding. Furthermore, the associate vice president for human resources will designate two members of the Sexual Complaint Grievance Board who are not serving on the Hearing Panel to serve as hearing advisers. One adviser will be assigned to the complainant, and one will be assigned to the respondent. The primary role of the adviser is to provide information about the hearing process. The adviser can answer procedural or policy-related questions. The advisers are not legal advisers. They can help guide each party in his or her thought process, ask clarifying questions and offer advice regarding the presentation of information, not to present or advocate the case. It is not the role of the adviser to prepare the complainants or respondents case, to provide legal advises or to serve as a representative at the hearing.

A written report of the hearing panel’s decision and the sanction will be given to the complainant and respondent. The disciplinary guide, as stated in the University Handbook, is used to determine sanctions. Sexual misconduct may be considered adequate cause for dismissal of a student or termination of employment, including termination of a tenured faculty appointment.

Educational programs for students are offered primarily by the Student Development Department as a way of preventing the occurrence of sexual offenses, and to make the campus aware of the university’s policies and procedures. There are workshops and discussions on all issues of personal safety, sexual assault, and acquaintance rape. Brochures and guidelines are distributed among the student body and are made available to students and staff in many locations on campus. As part of our commitment to keep learning, teaching, and everything we do at Wittenberg free from any kind of sexual harassment, upon hire, every Wittenberg employee is required to participate in a computer-based training program entitled Preventing Sexual Harassment. This program outlines the current law on sexual harassment and uses examples to illustrate the kinds of words and behaviors that might reasonably be regarded as sexual harassment and so should be avoided. The program is also available to students and can be accessed through the Human Resources Web page under the training and education link.

What to do if you are a victim of sexual assault

If a sexual offense should occur within the University District, the victim should take the following actions:

- Go to a safe place.
- Call the Wittenberg police at 327-6363.
- Do not shower, bathe, or douche.
- Do not urinate, if possible,
- Do not eat, drink liquids, smoke or brush teeth if oral contact took place.
- Keep the clothes worn during the offense. If clothes are changed, place clothes in a paper bag (evidence deteriorates in plastic).
- Get prompt medical attention.
- Do not destroy the physical evidence that may be found in the vicinity of the crime. If the crime occurred in the victim’s home, the victim should not clean or straighten until the police have had an opportunity to collect evidence.
- Write down all details remembered as soon as possible.

In the case of a sexual assault, a victim is encouraged to notify proper law enforcement authorities, including the Police and Security and the Springfield Police Division. The importance of having a physical examination to collect and preserve evidence of a criminal assault, whether or not a student wishes to legally proceed at the time of the event, is emphasized.
Counseling and other resources to victims of sexual offenses are available on campus and within the Springfield community. For the phone numbers and addresses of these organizations and more, please turn to the last page of this report, or visit the Sexual Harassment/Assault link on the Police and security Web page at: http://www4.wittenberg.edu/administration/security/harassment/.

Examples of Sexual Abuse

- Two students had been flirting with one another earlier in the evening. One of the students misinterprets responses from the other student and forces sexual intimacy, ignoring requests that it stop.
- During the course of an evening, a couple is initially comfortable with sexual contact, but then one says the intimacy has gone too far and asks for it to stop, while the other continues the sexual contact despite those objections.
- A student takes sexual advantage of another who is incapable, for one reason or another, of asserting unwillingness. A student feels justified in forcing a partner to have sex because the couple has had a previous sexual relationship.
- A student says “no” quietly or timidly, yet another student continues to proceed with sexual advances.
- Any inappropriate or non-consensual contact such as pinching a person’s buttocks.

Behavioral Facts

You need to know:

- If you have sex or attempt sex without the other person’s consent, you are committing a crime – even if you have had sex with the person before.
- It is NEVER OK to force, coerce or manipulate any kind of sexual behavior on another person. If the person indicates they are not interested or are not sure, do not proceed.
- Say “no” when you mean no, say “yes” when you mean yes. Stay in touch with your feelings to know the difference.
- Do not assume that one form of sexual contact necessarily opens the door to any other sexual contact.
- A “yes” from an individual who is under the influence of alcohol or other drugs may not necessarily mean “consent.”
- Being under the influence of alcohol or other drugs is not an excuse for abusive behavior. This includes sexual abuse.

Fire Safety

Fire Safety Systems

All residence hall rooms and hallways are equipped with smoke detectors and have standard equipment such as fire extinguishers and alarms. The specific systems vary by building. Complete building sprinkler systems will be included in all future building projects.

Tower Hall, Firestine Hall, Myers Hall, Ferncliff Hall, Woodlawn Hall – Complete building fire detection and alarm systems, including in-room detection.

New Residence Hall, Sprecher Apartments, Keller Apartments – Complete building fire detection and alarm systems, including in-room detection and complete building sprinkler systems.

Polis House – Common area fire detection and alarm system, stand alone in-room, battery-operated smoke detectors and complete building sprinkler system.

Room Smoke Detectors

Smoke detectors are installed in each room and are not to be obstructed or tampered with in any way. Students are advised to test the smoke detector once a week and to report problems to the Area Coordinator. The physical plant department is responsible for replacing the smoke detector batteries. Tampering with smoke detectors results in a minimum $50 fine.

Safety Education and Training

At the beginning of each academic year, student resident advisors (RAs) participate in a 2.5 hour fire safety training with the Springfield Fire Department. In addition to a presentation from the assistant fire chief, they watch two videos, learn how to use a fire extinguisher by extinguishing a controlled fire and participate in a “smoke out” in Tower Hall.
Procedures for Evacuation

At the beginning of the school year, the professional residence hall staff ensures that the residence hall students are properly informed about fire safety and the evacuation plan for their respective building. Evacuation maps are posted on each floor.

Fire Prevention

Fire prevention is the shared responsibility of all members of the university community. Awareness is one of the best weapons in maintaining a safe, fire-free environment. You should take the following precautions to protect yourself and others while on campus:

1. Report any condition that creates a fire hazard (trash in the corridors or stairwells, missing fire extinguishers, blocked floor exits or stairwells, etc.) to Wittenberg Police or your Area Coordinator.
2. Know where the fire extinguishers are located. Learn how to operate them. If you need training, free training is offered by the Wittenberg Police.
3. Know the location of the fire alarms and how to activate them.
4. Know where the nearest exits are and be prepared to use an alternative exit, if necessary. Plan how you would escape through each of these exits in case of a fire.
5. Know the location of the fire stairwells.
6. Treat fire drills as real emergencies. Remember, practice becomes routine, which expedites evacuation, prevents confusion, and minimizes panic. During fire drills or a real fire, follow the instructions of the Wittenberg Police and Security, Springfield Fire Department firefighters, and other emergency responders.
7. Never use an elevator to evacuate a building.

Candle and Incense Policy

Candles, oil lamps, and incense are prohibited in the residence halls. With prior permission from the Area Coordinator, students may burn birthday cake candles and candles necessary for the observation of religious holidays. Incense may not be burned in the residence halls.

Electrical Appliances

Because electrical appliances have the potential to be hazardous if misused or not kept in proper repair, students may only bring items that are on the approved list of residence hall room appliances found in the Student Handbook.

The following list of items may not be used in university residence halls. Some of these items constitute a serious fire hazard; others invite either rodents or potential damage to physical facilities. The item is confiscated if it is found in a residence hall, and a fine is assessed.

- Crock pot
- Electric sauce pans
- Halogen lamps
- Toasters
- Sun lamps
- Electric skillets
- Potpourri burners
- Electric fryers
- Hot plates
- Microwave ovens
- Blenders
- Toaster ovens
- Broiler ovens
- George Foreman Grills
- Electric heaters
- Air Conditioners

Smoking Policy

Wittenberg is dedicated to providing a healthy, comfortable and productive work environment for its employees and students and is committed to upholding The Ohio Smoke-Free Workplace Act, which prohibits “smoking” in a “public place” or a “place of employment.” As such, smoking is prohibited in all university vehicles and buildings, and in the areas immediately adjacent to the entrances or exits from those buildings. All residence halls are smoke-free environments, and smoking is prohibited throughout the halls, both in student rooms and public areas.

False Fire Alarms

False fire alarms are serious violations of the law and create life-threatening safety concerns. The Wittenberg Police will arrest and the Clark County Municipal Court Prosecutors Office will prosecute individuals who cause a false fire alarm. In addition disciplinary action will be taken through the Dean of Student’s office.

Fire Drills

Fire drills are held not less than three times during each academic year in all residence halls, and full evacuation is required within a reasonable time. Halls that do not meet strict requirements for evacuation are retested during the term. Springfield Fire Division officials are notified in advance of drills and may attend to monitor performance.

Fireworks Policy

The possession or use of firecrackers, fireworks or other explosive devices are strictly prohibited in university buildings and on university property and is sufficient cause for immediate disciplinary action.
Missing Student Notification

Anyone who believes a student is missing should immediately make a report to the Wittenberg Police and Security Department. Wittenberg Police will give priority to any report of a missing student and immediately begin investigating the report to determine if the student is missing. Because most missing person reports in the college environment result from a student changing his or her routine without informing roommates, friends or parents of the change, the Wittenberg Police will first initiate a campus search. These efforts may include checking the student’s resident’s room, checking the students class schedule, contacting the students friends, reviewing the students ID card access, locating the resident’s vehicle, and calling the students cell phone number.

If a search has been conducted with negative results and Wittenberg Police has determined that the student is missing, Wittenberg Police will notify the emergency contact person designated by the student, parents or guardians the Springfield Police and the Dean of Students. In no circumstance, will the notifications be made later than the maximum 24-hour requirement after the time that the student is determined missing that is mandated by federal law.

At the beginning of each academic year, residential students are asked to provide, on a voluntary basis, emergency contact information in the event that the student is reported missing while enrolled at Wittenberg. This emergency information is available on the Portal and is updated annually. The emergency contact person designated by the student will become the primary contact during the investigation.

2010 Calendar Year Crime Statistics

Federal law requires the university to compile and report the last three years of data on specific crimes. It is a further requirement that the data be categorized by location to include on campus, in a residential facility, non-campus building or facility or on public property.

Residence Halls: This category reports the number of crimes from the on campus category that took place in a residence hall.

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that are within the campus, or immediately adjacent to and accessible from the campus.

Noncampus building or property:
(1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

The Police and Security Department prepares the annual disclosure of crime statistics. A formal police report or investigation is not needed in order for a crime report to be included in the statistics. Information is gathered or reported from several sources including Student Development, Athletics, Security Incident Reports and the Springfield Police.
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### Total Crimes Reported

<table>
<thead>
<tr>
<th>Offense Type</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>RH</td>
<td>Other</td>
<td>Total</td>
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<td>Other</td>
<td>Total</td>
<td>RH</td>
<td>Other</td>
<td>Total</td>
</tr>
<tr>
<td>Murder</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Forcible Sex Offenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unlawful Sexual Intercourse</td>
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<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Other Sex Offenses</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other Crimes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Forcible Sex Offenses</td>
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<td>4</td>
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<td>0</td>
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<td>0</td>
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<tr>
<td>Burglary</td>
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<td>5</td>
<td>19</td>
<td>16</td>
<td>1</td>
<td>17</td>
<td>5</td>
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<td>Arson</td>
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<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>2</td>
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<tr>
<td>Negligent Manslaughter</td>
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<td>0</td>
<td>0</td>
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</tr>
</tbody>
</table>

There was no Hate Crime reported in the above categories during the past three years.

### Number of Arrests/Student Judicial Referrals for Select Offenses

<table>
<thead>
<tr>
<th>Offense Type</th>
<th>Wittenberg University Campus</th>
<th>Non-Campus Property***</th>
<th>Public Property*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Res.</td>
<td>Other</td>
<td>Res.</td>
</tr>
<tr>
<td>Liquor Law Violations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arrest</td>
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</tr>
<tr>
<td>Referral</td>
<td>106</td>
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<td>73</td>
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<tr>
<td>Drug Law Violations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arrest</td>
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<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Referral</td>
<td>5</td>
<td>2</td>
<td>9</td>
</tr>
<tr>
<td>Illegal Weapons Possession</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arrest</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Referral</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**These incidents/arrests occurred on property adjacent to campus and may have been handled by the Springfield Police Department.**

***Crimes at off-campus student organizations are monitored and recorded by the Springfield Police.**
### 2010 Fire Chart

<table>
<thead>
<tr>
<th>Wittenberg Residential Facilities</th>
<th>Total Fires Reported in Each Building</th>
<th>Fire Number</th>
<th>Date</th>
<th>Time</th>
<th>Cause of Fire</th>
<th>Number of Injuries Requiring Treatment at a Medical Facility</th>
<th>Number of Deaths as a Result of Fire</th>
<th>Value of Property Damage as a Result of Fire</th>
<th>Case Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ferncliff Hall</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
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<tr>
<td>Firestine Hall</td>
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<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Keller Apartments</td>
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<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Myers Hall</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>New Residence Hall</td>
<td>2</td>
<td>2</td>
<td>9/30/10</td>
<td>11:19 PM</td>
<td>Arson</td>
<td>0</td>
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<td>0</td>
<td>1009-16610 1010-16825</td>
</tr>
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<td>Polis House</td>
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<td>N/A</td>
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<td>0</td>
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</tr>
<tr>
<td>Sprecher Apartments</td>
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<td>N/A</td>
<td>N/A</td>
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<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>Tower Hall</td>
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<td>N/A</td>
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<tr>
<td>Woodlawn Hall</td>
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<td>N/A</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**In the event of a fire**, call 911 and the Campus Operator. The operator will notify the Director of Physical Plant, Chief of Police, Dean of Students, Vice President of Business and Finance, Director of Communications and Associate Vice President of Human Resources anytime there is an active fire.